



Washington State Parks and Recreation Commission

P.O. Box 42650, 7150 Cleanwater Lane, Olympia, WA 98504-2650 / www.parks.wa.gov

Washington Management Service Recruitment

STEWARDSHIP SERVICE CENTER MANAGER

Location: Tumwater, Washington

Salary: WMS Band 3, \$64,776 – \$69,756 annually, depending on qualifications

Posting Date: January 14, 2004

Closing Date: March 5, 2004

AGENCY PROFILE:

- Agency goals and policies are established by the seven-member Washington State Parks and Recreation Commission.
- Agency mission: The Washington State Parks and Recreation Commission fosters outdoor recreation and education statewide to provide enjoyment and enrichment for all and a valued legacy to future generations. The Commission acquires, operates, enhances, and protects a diverse system of recreational, cultural, historical, and natural sites.
- Washington State Parks employs more than 500 permanent staff and more than 400 seasonal and temporary staff throughout the state. The headquarters office is located in Olympia and region offices are located in Auburn, Burlington, Olympia, and Wenatchee.

POSITION PROFILE:

- Reporting to the Deputy Director, this position leads and guides the statewide Stewardship Service Center for the Washington State Parks and Recreation Commission. The service center includes staff with expertise in natural resources management, historic preservation, cultural resources management, environmental impact analyses, interpretation, sustainability, environmental education, collections (cultural artifacts) management, and forestry. The service center serves as the central clearinghouse of agency expertise on stewardship activities in state parks. It works to educate, inform, and inspire park visitors, agency staff, and the general public on the significant natural, cultural, historical, and recreational resources of the state parks system.

DUTIES AND RESPONSIBILITIES:

- Manage a highly competent and expert staff in natural resources management, historic preservation, cultural resources management, environmental impact analyses, interpretation, sustainability, environmental education, collections (cultural artifacts) management, and forestry.
- Develops and administers the Stewardship Service Center biennial budget of more than \$2,000,000.

- Personnel Management: Assures effective and efficient use of the agency's resources through developing employee work plan/performance evaluations and keeping them current. Takes appropriate corrective/disciplinary action in consultation with the human resources director. Ensures compliance with all human resource policies/procedures, rules, laws and collective bargaining agreement(s).
- Serves as agency representative before interagency committees, environmental/conservation groups, and state policy makers.
- Provides legislative testimony and works directly with local citizens and elected officials in resolving stewardship issues and challenges. Reviews legislative bills for impact on programs.
- Works from agency strategic plan, staff core values, and Commission priorities to develop annual Stewardship Service Center scorecard identifying performance objectives.
- Reviews and synthesizes complex/technical material into management prescriptions for state park resources and presentations before policy makers.
- Resolves sensitive matters with the public, other agencies/jurisdictions and agency staff involving the impacts of recreation use on significant park resources.
- Composes and reviews/edits agenda items for presentation to the State Parks and Recreation Commission.
- Ensures that all Stewardship Service Center activities are carried out in a manner that is consistent with the intent of the state parks system vision, agency mission, strategic plan, and staff core values. Leads/guides stewardship activities to achieve strategic goals and benchmarks identified in the State Parks 2013 Centennial Plan.
- Establishes and promotes effective working relationships with a diverse agency staff, leaders of environmental/conservation groups, local/state/federal agency staff, and park visitors.
- Coordinates and compiles expert stewardship staff reviews of capital and maintenance projects proposed for the state parks systems.
- Welcomes and encourages the public as partners in stewardship of state park system resources.
- Works in a cooperative and supportive fashion with other Senior Management Team members who meet weekly to coordinate high level administration of the state parks system.

DESIRABLE QUALIFICATIONS:

- Five years of progressive management experience above the first level of supervision.
- A Bachelor's degree with major study in a natural resource science or closely related field.
- Knowledge of quality management principles and budgeting. Knowledge of teamwork, principles of management, contract development, and conflict resolution.
- Knowledge of partnership/liaison development with public officials, representatives from environmental and conservation groups, and staff from government agencies.
- Knowledge of the general concepts of biodiversity protection, natural resource management, historic preservation, cultural resource management, interpretation, environmental education, collections (cultural artifacts) management, and sustainability.

- Knowledge of federal and state laws pertaining to historic preservation, environmental analyses, wetlands, growth management, and biodiversity protection.
- Sensitivity to and understanding of cultural issues of Native Americans, and other groups who have interests in management of park lands and resources.
- Skilled in conflict resolution and mitigation of sensitive environmental issues with local citizens and public officials.

BENEFITS:

- Vacation and sick leave; eleven paid holidays per year; health, life, and other available optional insurance; retirement; social security; military leave.

APPLICATION PROCESS:

Interested candidates must submit:

- A letter of interest briefly describing how you meet the desirable qualifications.
- An Essay: In three double spaced, typed pages (or less), identify and discuss means and methods you would use to develop effective/constructive relationships with state park neighbors, local officials, environmental groups, local business leaders, and elected officials while pursuing the conservation and protection of state park resources.
- A resume listing names of employers, dates of employment and education.
- A minimum of three professional references with current telephone numbers who can speak to the above.

In addition, we request that you complete and return the applicant profile form. Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

Submit materials to:

George Price, Human Resource Consultant
Washington State Parks and Recreation Commission
7150 Cleanwater Lane
P.O. Box 42650
Olympia, WA 98504-2650
Fax (360) 664-2106
george.price@parks.wa.gov

SELECTION PROCESS:

- All complete application packets received by 5:00 pm on March 5, 2004 will be evaluated. The top candidates to a maximum of ten will be forwarded to the hiring supervisor for an oral interview. All applicants will be notified of their standing after the initial review is completed.

The Washington State Parks and Recreation Commission is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Human Resources Office at (360) 902-8565 or the telecommunications device for the deaf at (360) 664-3133.



Washington State Parks and Recreation Commission Applicant Profile

To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available only to authorized personnel.
Please review the Affirmative Action Definitions at the bottom of the page.

Position Stewardship Serv Ctr Manager	Name (Last, First, Middle Initial)	Date of Birth
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. What race(s) or culture(s) do you consider yourself?</p> <p><input type="checkbox"/> Black/African American</p> <p><input type="checkbox"/> Caucasian/White</p> <p><input type="checkbox"/> Asian or Pacific Islander (API):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Filipino <input type="checkbox"/> Asian Indian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Cambodian <input type="checkbox"/> Samoan <input type="checkbox"/> Laotian <input type="checkbox"/> Guamanian <input type="checkbox"/> Other API, <i>Specify</i> _____ <p><input type="checkbox"/> American Indian <i>Please identify name of the enrolled or principal tribe:</i> _____</p> <p><input type="checkbox"/> Eskimo</p> <p><input type="checkbox"/> Aleut</p> <p><input type="checkbox"/> Hispanic:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mexican <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Chicano <input type="checkbox"/> Cuban <input type="checkbox"/> Other Spanish, Specify _____ <p><input type="checkbox"/> Other Race, <i>Specify</i> _____</p> </div> <div style="width: 48%;"> <p>If you are more than one race, please also check "Multi-Racial" below and indicate your preference for Affirmative Action purposes.</p> <p><input type="checkbox"/> Multi-Racial, preference: _____</p> <p>2. Gender:</p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p> <p>3. Have you ever been on active duty in the U.S. Armed Forces?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Dates: _____</p> <p><input type="checkbox"/> Vietnam Era Veteran</p> <p><input type="checkbox"/> Disabled Veteran (Percent of disability: _____%)</p> <p>4. Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, doing things with your hands, seeing, hearing, speaking, learning?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p style="text-align: center;"><i>Please see definition of "disabilities" below.</i></p> <p>I certify that this information is true and accurate to the best of my knowledge.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; border-bottom: 1px solid black;">Date</div> <div style="width: 45%; border-bottom: 1px solid black;">Signature</div> </div> </div> </div>		
<p><u>Affirmative Action Definitions</u></p> <p>American Indian or Alaskan Native. A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.</p> <p>Asian or Pacific Islander. A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.</p> <p>Black/African-American. A person with origins in any of the Black racial groups of Africa.</p> <p>Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.</p> <p>White/Caucasian. A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p>Disabilities. For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.</p> <p>Disabled veteran. A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.</p> <p>Vietnam-era veteran. A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.</p>		